

Box reserved for Personnel Section

5408 Control No.#	C&P Analyst Approval	Date
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Employee Name		Division Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487- 543 – 1304 -		Unit Human Resources		
Class Title Personnel Supervisor I		Location Transactions Unit		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS 8:00 AM – 4:30 PM

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Personnel Supervisor II, the Personnel Supervisor I supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. There may be functional supervisory of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
50%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b><u>TRANSACTIONS:</u></b></p> <ul style="list-style-type: none"> <li>Interpret and apply state laws, rules, labor contracts, departmental and control agency rules, pay letters, Personnel Action Manual (PAM)/Personnel Procedure Manual (PPM) revisions, management memos and regulations pertaining to personnel transactions in various areas such as payroll, personnel document processing, record keeping, employee benefits and certification.</li> <li>Serves as the subject matter expert regarding personnel transactions by interpreting CalHR and SPB Laws, Rules and Regulations, Time Keeping Manual, Personnel Operations Manual, and departmental policies.</li> <li>Contact control agencies when necessary in order to solve the more complex transaction problems.</li> <li>Provide daily guidance recommendations to departmental offices and Personnel Specialists.</li> <li>Reviews/Audits and approves various personnel documents by verifying for accuracy prior to being keyed into the system, State Controller's Office and CalPERS, to ensure information is updated and reflected accurately. Personnel documents include, but not</li> </ul>

limited to: health and benefit forms, Personnel Action Requests (PARS), Employee Action Request (EAR), and Personnel Transaction Request Data Report (5408) and Employee Work Assignment (5403).

- Responsible for the accuracy and timely submissions of all special assignments requested of the personnel specialists.
- Organize, delegate, and control work flow to meet deadlines. Monitor processing and turnaround time of documentation, identify any backlog, training needs, necessary procedural changes.
- Train, direct, monitor, review, and approve Personnel Specialists for transactions completed including: appointments, separations, transfers, pay, overtime. Also, reconstruction of history for personnel transactions in accordance with the Personnel Action manual, master payroll and master pay certification (MPC), view direct, health benefits on MyCalPERS, and California Leave Accounting System (CLAS).
- Develop and orient new employees to the Transaction Unit and provide New Employee Orientations (NEO).
- Conduct special project, audits, and assignments to evaluate the effectiveness of operation procedures and implement necessary changes to meet deadlines and related functions.
- Monitor and works with personnel specialist to clear weekly suspended pay and transactions reports. Works with specialist to ensure that all 634's are received and accounts receivable are established and collected in a timely manner.
- Provide assistance in Intermittent employees/hours, Garnishments, employee verifications and Merit Salary Adjustments(MSA)/Special In grade Salary Adjustment (SISA).
- May receive a small roster unit to process and monitor, file various OPF documents.
- Follow filing procedures when filing 634's and, documents in the OPF, adhering to office system of maintenance of documentation.
- Be familiar with various manual, procedures, regulations, contract agreements, etc., and utilize such in appropriate situations.

## **PERSONNEL MANAGEMENT AND SUPERVISION**

40%

- Oversees and supervises Personnel Specialists by mentoring, coaching, and providing one on one training utilizing the Personnel Action Manual (PAM), Benefits Administration Manual (BAM), Personnel Procedure Manual (PPM), Bargaining Contracts, California Department of Human Resources (CalHR) Pay Letters, Personnel Letters, Payroll Letters, Leave Accounting Letters, Personnel Management Liaison Memos (PML's), State Personnel Board (SPB) Laws, Rules and Regulations and various other resources to ensure staff are equipped to perform their essential functions.
- Monitors, develop and evaluate staff performance, conduct counseling sessions as needed, recommend disciplinary actions, prepare probationary reports for new staff, complete Individual Development Plans (IDP) and quarterly sick leave reports for subordinates.
- Assist in conducting personnel meetings to update staff on changes or to clarify policy and procedures.
- Identify, prepare and conduct training program of new staff within Personnel Office, monitor program and make any necessary changes.
- Provide backup supervision to additional personnel specialist in the absence the other personnel supervisor I. Act in the capacity of the Personnel Supervisor II in their absence.

## **MISCELLANEOUS DUTIES:**

5%

- Assist Receptionist Desk in answering telephones by providing customers service to employees and the public sector.
- Assist co-workers, personnel specialist with their assignments when out of the office.
- This shall include but not be limited to; NEO, reviewing in-coming mail basket, preparation and processing of personnel/payroll documents and assisting employees with general information.
- Maintain a clean, orderly desk which includes but not limited to; proper care of office equipment.

5%

All other duties and special projects as assigned consistent with this classification.

## **ADDITIONAL INFORMATION**

Maintain a safe work environment by actively promoting routine safety inspections, accident prevention and investigation, and ongoing safety awareness training.

## **SUPERVISION RECEIVED**

Other  
Information

Under the general direction of the Personnel Supervisor II

## **SUPERVISION EXERCISED**

The Personnel Supervisor is responsible for up to 4 or more personnel specialists in the transaction section.

## **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** All of the above, and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Current office methods, procedures, basic math principles, supplies and equipment such as computer terminals and program calculators. Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll and certification processes used in State departments. Principles of effective supervision, the departments EEO program objectives; a supervisor's role in the EEO program and the processes available to meet EEO objectives.

**ABILITY TO:** Perform all of the above, and plan, organize, direct, and evaluate the work of subordinate staff; analyze work processes, evaluate suggestions, and develop and implement effective courses of action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. Reason logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions; independently interpret and use references material; develop and evaluate alternatives; gather data, design and prepare tables, spreadsheets, and charts; advise employees of their rights; and supervisors of alternative actions which they may take regarding various transaction situations. Communicate effectively; give and follow directions, operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records, analyze data and present ideas and information effectively both orally and in writing. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and

cooperation of those contacted during the regular course of work. Use tact and good judgment in dealing with the public and other employees; develop subordinate staff and assists in training and developmental needs; and effectively contribute to the department's EEO objective.

Greater emphasis is placed on supervisory and program administration skills at each higher level in this class series.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Familiarity with automated systems and control agencies.

### **REQUIRED COMPETENCIES**

#### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

#### **PHYSICAL ABILITIES REQUIRED**

- Prolonged periods of standing, bending, sitting.
- Climb up/down stairs and walk on uneven surfaces.
- Uses a computer keyboard several hours a day.
- Read from computer screens several hours a day.
- Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution.

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

#### **CPR**

Maintains current certification.

#### **INTERPERSONAL SKILLS**

- Interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Ability to perform efficiently and effectively under deadlines and pressure.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

#### **LICENSE OR CERTIFICATION - not applicable**

#### **TRAINING - Training Category = Type II General**

The employee is required to keep current with the completion of all required training.

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**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**WORKING CONDITIONS****EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date